



**COVENANT INSTITUTE OF TANZANIA (CIT)
ALMANAC FOR ACADEMIC YEAR 2024/2025
BOTH SEPTEMBER AND MARCH INTAKES**

VETA, CERTIFICATES, DIPLOMA

WEEK	DATES	ACTIVITIES
1	07/10/2024- 13/10/2024	Beginning of 2024/2025 academic year (NTA level 4-6)
		Departmental meetings
		Staff appointment, confirmation, promotion & disciplinary committee
		Orientation (BOA,ICT)
		Board meeting
		Business and economic department meeting
		End of lecturers' vacation
2	14/10/2024- 20/10/2024	Nyerere day on 14th October
		Staff training & development committee meeting
		Management meeting
		Orientation (NTA Level 4-6)
		Registration and Student ID's
		Lectures begins
3	21/10/2024- 27/10/2024	Lecture continues
		Appointment of class representatives
		BOA and ICT VETA preparations Tests
		End of orientation and registration
4	28/10/2024- 03/11/2024	Lecture continues
		2 nd CIT's Anniversary on 30/10/2024
		BOA and ICT VETA preparations Tests
		Submission of test for moderation
5	04/10/2024- 10/11/2024	Test 1- semester I for NTA level 4-6
		BOA and ICT VETA preparations Tests
		Advisory Board Meeting
		Preparation of 2024/2025 Business Plan
		Business and economic department meeting
6	11/11/2024- 17/11/2024	Lectures continue
		Graduation preparation meeting
		Preparation of Departmental Budget 2024/2025
		BOA and ICT VETA preparations Tests
7	18/11/2024- 24/11/2024	Lectures continue
		BOA and ICT VETA preparations Tests

		Graduation preparation meeting
8	25/11/2024-01/12/2024	Lectures continue
		BOA and ICT VETA preparations Tests
		Final Graduation preparation meeting & Rehearsal
		CIT 1 ST graduation ceremony (30 th November 2024)-Main Campus
9	02/12/2024-08/12/2024	Lectures continue
		BOA and ICT VETA preparations Tests
		Staff appointment, confirmation, promotion & disciplinary committee
		Beginning of CIT tournament
		Staff training & development committee meeting
10	09/12/2024-15/12/2024	Independence day on 9th December
		Lectures continue
		VETA National Examination (BOA & ICT)
		Management meeting -quarter two
11	16/12/2024-22/12/2024	Lectures continue
		End of VETA National Examination (BOA & ICT)
		End of CIT tournament
		Academic Committee Meeting (March intake)
12	23/12/2024-29/12/2024	Budget Committee Discussion for budget review 2024/25 and New budget 2025/2026
		Quality assurance meetings
		Christmas day on 25 th December
		Boxing day on 26 th December
13	30/12/2024-05/01/2025	Lectures continue
		New year's day on 1 st January 2025
14	06/01/2025-12/01/2025	Lectures continue (BOA & ICT)
		Test 2- semester I NTA level 4-6.
		Zanzibar revolution day on 12th January
15	13/01/2025-19/01/2025	Lectures continue
		Academic Committee Meeting (for March intakes)
16	20/01/2025-26/01/2025	Lectures continue
		Advisory Board Meeting
		Business and Economic Department Meeting
		Marketing project begins
17	27/01/2025-02/02/2025	Lectures continue
		Departmental meetings
		Assessment of teaching staff by students semester I for VETA and NTA level 4-6
		Submission of first draft field report NTA level 6 (September intake)
		Uploading semester II coursework for September intake
		Examination Committee Meeting
18	03/02/2025-09/02/2025	Lectures continue
		Examination Moderation

19	10/02/2025-16/02/2025	First semester examination NTA level 4-6.
		Lectures continue (BOA & ICT)
20	17/02/2025-23/02/2025	First semester examination continue NTA level 4-6
		Lectures continue (BOA & ICT)
21	24/02/2025-02/03/2025	Vacation begins for NTA level 4-6
		Marking of first semester examination NTA level 4-6
22	03/03/2025-09/03/2025	Vacation Continue for NTA level 4-6
		End of Marking first semester examination NTA level 4-6
23	10/03/2025-16/03/2025	Academic committee meeting
		Examination Committee Meeting(First Semester Results Approval)
		Business and economics department meeting
24	17/03/2025-23/03/2025	Begins of second semester for NTA Level 4-6
		Orientation and registration process for march intake (NTA level 4-6)
		Begins of BOA & ICT level III
		Lectures begins
		Release of first semester for NTA Level 4-6
		Quality assurance and control facilitating committee meetings
		Lectures continue (BOA & ICT)
26	31/03/2025-06/04/2025	Eid el Fitri
		Begins of first semester for march intake NTA level 4-6
		Lectures continue
		Submission of Field Report BOA & ICT Level III
27	07/04/2025-13/04/2025	Academic committee meeting
		Karume day on 7th April
		Lectures continue
		Staff training & development committee meeting
28	14/04/2025-20/04/2025	Lectures continue
		Good Friday 18/04/2025
		Easter 20/04/2025
29	21/04/2025-27/04/2025	Second Semester Test 1 for (VETA , NTA Level 4-6)
		First Semester Test 1 for march intake NTA level 4-6
		Easter Monday 21/04/2025
		Union day on 26th April
		CIT BARAZA
30	28/04/2025-04/05/2025	Lectures continue
		Commencement of CITSO general election process
		Labor day on 1st May
31	05/05/2025-11/05/2025	Lectures continue
		End of CITSO general election process (voting day)
		Advisory board meeting
		Lectures continue

32	12/05/2025-18/05/2025	BOA and ICT VETA preparations Tests
33	19/05/2025-25/05/2025	Second semester test 2 for NTA Level 4-6
		First semester Test 2 for March intake NTA level 4-6
		BOA and ICT VETA preparations Tests
		Business and economic department meeting
34	26/05/2025-01/06/2025	Lectures continue
		Submission of Project Reports NTA Level 6
		BOA and ICT VETA preparations Tests
35	02/06/2025-08/06/2025	Lectures continue
		Beginning of interclass competition
		Examination Committee meeting
36	09/06/2025-15/06/2025	Lectures continue
		End of interclass competition
		Course work assessment
		Examination Moderation
37	16/06/2025-22/06/2025	All staff meetings
		Lectures continue
		Assessment of teaching staff by students semester ii for NTA level 4-6
		Begins of second semester final examination for NTA Level 4-6
		Begins of First semester final examination for March intake NTA level 4-6
		VETA National Examination (BOA & ICT)
38	23/06/2025-29/06/2025	Quality Assurance Committee Meeting
		Lecture continues for (BOA & ICT)
		End of second semester final examination for NTA Level 4-6
39	30/06/2025-06/07/2025	Vacation begins for NTA Level 4-6 and March intake NTA level 4-6
		Lecture continues for (BOA & ICT)
		Marking of semester II examination for NTA level 4-6
40	07/07/2025-13/07/2025	Sabasaba day on 7th July
		Begging of Field Attachment for (NTA 4 & 5)
		Lecture continues for (BOA & ICT)
		End of Marking semester II examination for NTA level 4-6
41	14/07/2025-20/07/2025	Compile Examination Results(NTA Level 4-6)
		Lecture continues for (BOA & ICT)
		Marketing process begins for new applicant
	21/07/2025-	Examination Committee Meeting(Approval of Exams Results for NTA Level 4-6)
		Lecture continues for (BOA & ICT)

42	27/07/2025	Staff appointment, confirmation, promotion & disciplinary committee
		Marketing process continue for new applicant
43	28/07/2025-03/08/2025	Begins of second semester for march intake NTA level 4-6
		Appeal & Complaints form process begins
		Lecture continues for (BOA & ICT)
		Staff training & development committee meeting
		Management meeting
44	04/8/2025-10/8/2025	Marketing process continue for new applicant
		Appeal & Complaints form process continues
		Lecture continues for (BOA & ICT) and march intake NTA level 4-6
		Nanenane day on 8th August
45	11/08/2025-17/08/2025	Advisory Board Meeting
		Marketing process continue for new applicant
		Academic committee meeting (Appeal & complaints forms)
		Lecture continues for (BOA & ICT) and march intake NTA level 4-6
46	18/08/2025-24/08/2025	Examination Committee Meeting (Preparation of supplementary NTA Level 4-6)
		Marketing process continue for new applicant
		Supplementary/special examination for NTA level 4-6
		Supplementary/special examination for march intake NTA level 4-6 (First semester)
47	25/08/2025-31/08/2025	Lecture continues for (BOA & ICT) and march intake NTA level 4-6
		Marketing process continue for new applicant
		Marking of second semester supplementary/special examination for September intake NTA level 4-6
		Marking of first semester supplementary/special examination for March intake NTA level 4-6
48	01/09/2025-07/09/2025	Lecture continues for (BOA & ICT) and March intake NTA level 4-6
		Marketing process continue for new applicant
		Supplementary/special examination Results for September intake NTA level 4-6
		Supplementary/special examination Results for March intake NTA level 4-6
		Maulid day 5/09/2025
		Uploading of second semester/ Supplementary/special examination Results (NACTVET System)
49	08/09/2025-14/09/2025	Lecture continues for (BOA & ICT)
		Second semester Test 1 for March intake NTA level 4-6
		Marketing process continue for new applicant
		Submission of hardcopy second semester/ Supplementary/special examination Results
		Lecture continues for (BOA & ICT) and March intake NTA level 4-6

50	15/09/2025-21/09/2025	All staff Meeting
		Quality assurance committee meeting
		Lecturers' vacations begin
		Marketing process continue for new applicant
51	22/09/2025-28/09/2025	Lecture continues for (BOA & ICT) and March intake NTA level 4-6
		Marketing process continue for new applicant
		Academic board meeting
52	29/09/2025-05/10/2025	Lecture continues for (BOA & ICT) and March intake NTA level 4-6
		End of Marketing process for new applicant
		Data collection for new applicants
		End of academic year 2024/2025 (NTA Level 4-6)